

Unity Center Board Meeting Minutes
September 29, 2007 - 9:30 a.m.
Excellence in Everything

Board Attendees: Keith Eble, President; Tom Wake, Vice President; Eileen Wood, Secretary; Sharon Armstrong, Treasurer, Joe Reilly, Member; Mary Pitman, Member, Rev. Robin Reiter, Minister;

Opening Prayer: Reverend Reiter opened the meeting with a prayer.

Agenda:

- **Review of letters**
- **Website advertising– launch off or link to a separate page from our website: Business directory; possible consideration to pay the webmaster a percentage of proceeds for the paid advertisement from the business directory; discuss with webmaster to receive 50% of a \$20/year advertising cost. Motion to have an advertising link off our webpage made my Robin; approved by all**
- **Advertising in the newsletter and on the website – the board voted No to have paid advertising in the newsletter and directly on the web page; advertising via a separate link from the website is OK as noted previously above**
- **Allow minutes, financial information, by laws and policy & procedures as links off the website - Yes**
- **We should have pdf files and not doc files – yes read only files on the website**
- **Board member bio's & pictures, chaplains, staff on the website - Yes**
- **Post newsletter on website; stop mailing unless they request a copy; provide a small amount of copies available in the office/lobby - Yes**
- **Is it possible to set up a shopping cart off the website; sale of bookstore items; tithing; seminars, etc. We will check with the webmaster to see if this can be set up since we already have a credit card account for the bookstore**
- **Current member directory online– add a questionnaire question to see if they want to provide name, address & email to be available online**
- **Open board meetings; according to policy manual (p 127) there will not be open board meetings; however any one can be put on the agenda by requesting time by any of the board members. Board meeting schedules will be posted on the website**
- **Finance committee – according to the policy manual (p 137) the treasurer serves as the chairperson of the committee**
- **Bonus packages – the board will review at the next contract renewal; the board extensively discussed ways to change the bonus incentives and will change at contract renewal**

- Ms. Armstrong made a motion to amend Mike & Robin's current contracts to exclude bequests/memorials from bonus distribution; Mr. Wake 2nd the motion – discussion; all agreed
- Health insurance (manse) and 50% of the love offerings from classes are included in the total income which doesn't reconcile with the contract; Robin will give the church the health insurance bill to be paid monthly
- Secrecy of compensation – according to the policy manual (p 29) compensation is not to be made public
- Board minutes will reflect confidentiality of the contracts according to policy manual (p 29)
- Where the money went? – repair of the administrative offices; new blinds in sanctuary, tree trimming; grass sprayed for ants & fertilization; planting of trees around property to come into code; garbage areas; bookcases for children's rooms; cupola repair; scholarships for chaplains program; James Trapp bus trip and tithing, *etc.*
- Mike's employment was to reduce the number of outside guests – many of the outside musicians were booked months in advance prior to Mike's employment; we could come up with changing the current policy to pay a specific honorary fee; exclude travel expenses; 75/25 split on concerts; this will be a questionnaire item
- Mike's responsibilities are to include a praise band, children's choir and enhance voices; Robin to discuss with Mike how to move this forward
- Retreats should be held locally – the board disagrees that the retreat should be kept local; the benefit of being away to focus on the issues at hand; less distractions; this year was less than half the usual costs; we will hold the retreats closer to February
- Reimbursements with receipts – this has been taken care of according to the policy & procedures; we will not go back in time
- Minutes are skeletal – we will make a concerted effort to make them more clearer
- YOU money – addressed that there will always be an adult present when money is involved and the money will be turned into the bookkeeper; 2 people should count the money before it is put away
- Volunteer appreciation – plan a Nov Sunday night dinner (11th or 18th) that is catered and will include all volunteers; \$1000 budget; this will be an annual event
- Membership – a questionnaire item will be included to see if people would be willing to be on a membership ministry team
- Memorials/bequests – according to policy & procedures manual (p 75) the funds will be placed in a special account

Tithing

- Our discretionary amount is \$447.40 for week ending September 23, 2007; the board decided that Silent Unity for world day of peace & Linda Machesnik for her additional assistance in Robin's absence will receive a 50/50 split of the discretionary tithe

Finance Committee

- It is recommended that a chaplain be included in the meetings; the chaplain will start and end the meeting in prayer and to hold prayer space during the meeting; the chairperson agreed; a copy of the policy manual page for the responsibilities of a finance committee be given to the finance committee members before the first meeting

Building Mortgages

Balance of 2 mortgages is around \$600,000; should be look into refinancing at a lower rate and apply for a line of credit; Ms. Pitman made a motion to have Robin, Brenda & Sharon look into getting proposals to give to the finance committee and the board for review. Rev. Robin 2nd the motion; discussion to do the research but put into place strict guidelines as to the use of the line of credit while we continue to build our reserve funds; all agreed

Tithing Policy

Mr. Wake made a motion to adopt the policy to tithe to standard recipients which are Silent Unity; Association of Unity Churches; Southeast Unity Ministries, Gold Coast Unity Ministries; Unity of the Heartlands; discretionary to be decided by the board; Ms. Armstrong 2nd the motion; all agreed

Chairing & counting schedule

The schedule for who will be chairing and counting for the month until the next board meeting is as follows

Date	Chair	Count	Count
10/07/07	Joe	Joe	Sharon
10/14/07	Sharon	Sharon	Eileen
10/21/07	Mary *	Joe	Keith
10/28/07	Eileen	Eileen	Sharon
11/04/07	Keith	Keith	Mary

* Mary to chair and assist with both services with Edwina

Next meeting

The next meeting will be held on October 15, 2007 @ 6:30 pm in the Willow School

Adjournment

The meeting adjourned at 12:40 p.m.